

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Laboratory Technician

BAND	GRADE	
NE	617	
DEPARTMENT: Public Works	ACCOUNTABLE TO: Chemist	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for developing and performing standard chemical and bacteriological tests on all types of wastewater and water. Duties include: performing tests on raw and treated wastewater, drinking water, well water, lake water and industrial and septic water; calibrating, maintaining and cleaning laboratory equipment; preparing sample bottles; ensuring chain of custody is documented; completing logs and data sheets; and, receiving, checking-in and storing laboratory supplies.		
DISTINGUISHING CHARACTERISTICS: The Laboratory Technician is the first level of a two level laboratory series. The Laboratory Technician is distinguished from the Chemist in that the Chemist performs analysis of data and is responsible for maintaining laboratory certification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Performs various standard chemical and bacteriological tests on all types of water and wastewater samples by collecting samples and operating laboratory equipment. Analyzes test results.	Daily	
2.	Completes and maintains various documents which includes recording results, logging-in samples, assigning numbers to samples, preparing bench sheets and logbooks, documenting chain of custody sheets and gathering data for the annual audit.	Daily	
3.	Cleans and maintains laboratory equipment by washing, rinsing and sterilizing glassware, countertops, equipment and instruments.	Daily	

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4.	Prepares and calibrates laboratory equipment for use; prepares necessary supplies such as sample bottles and filter papers needed for performing tests.	Daily	
5.	Receives, checks-in and stores laboratory supplies.	Annually 5%	
6.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Standard methods of laboratory testing;
- Chemistry, biology, microbiology and advanced mathematics;
- Chemicals used in laboratory testing.

Skills (position requirements at entry):

Skill in:

- Sampling techniques;
- Operating laboratory equipment;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) and one year of course work in chemistry or laboratory sciences and one year of experience in laboratory work; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License;
- Grade II Wastewater Operator's License within two (2) years of hire.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation and chemicals.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

Date: 05/98

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